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**Type of Issuance:** Initial

*SUMMARY OF REVISIONS:* None. This is the initial issuance.

*SUMMARY*: This instruction establishes requirements for the development of a Program Management Responsibility Transfer (PMRT) Plan. The PMRT Plan identifies organizational responsibilities, schedules, and criteria for the transfer of National Weather Service (NWS) program management responsibilities from the system acquisition phase to the operational support phase. This instruction documents the activities to support the transition from the operational development phase to the systems deployment, maintenance, and assessment phase to improve NWS operations and services.

Signed by                                  October 14, 2004
John L. Hayes                                Date
Director, Office of Science
and Technology

**Program Management Responsibility Transfer Plan**

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**Program Management Responsibility Transfer Plan**

1.      Introduction.  A smooth and orderly transfer of program management responsibilities is an important component in the life cycle of the creation, development, and execution of operational programmatic implementations.  Program Management Responsibility Transfer (PMRT) is part of a natural progression from the acquisition phase to the operational support phase.

2.      Purpose and Scope.  This instruction specifies the framework, functions, criteria, and organizational responsibility for program management transfer responsibility to support the objectives of the National Oceanic and Atmospheric Administration Strategic Plan and National Weather Service (NWS) mission.  This instruction implements NWS Policy Directive 80-1, Acquisition Program Management.  In addition, this instruction shows the relationship between the PMRT plan and the NWS Operations and Services Improvement Process (OSIP).

2.1     The PMRT Plan will:

   a.      Identify and define the program management responsibilities and the associated resources (hardware, software, personnel) to be transferred

   b.      Identify the offices that are part of the transfer of program management responsibilities

   c.      Indicate the major programmatic transfer milestones, to include the date of desired transfer

3.      Program Product Standards. This section defines the standard template for a PMRT plan. The PMRT plan is intended to be the culminating document, in conjunction with an operational development evaluation, deployment plan, integrated logistics support plan, and support management transfer plan, for evaluation by the OSIP gate standing committee for approval to move into the systems deployment, maintenance, and assessment phase of the OSIP.  Each subsection below defines a component of the PMRT plan.

3.1     General. Include the overview, purpose, program summary, background, and scope in this section. Describe what is being transferred and the management organization, program phasing, and assumptions.  If applicable, include reference to appropriate documentation.

3.2     Criteria for Transfer. Identify the criteria for successful transfer in this section.

3.3     Program Tasks. Describe all major program tasks and responsibilities leading to PMRT in this section. Include engineering management and technical data, configuration management, supply and depot repair support (if applicable), safety, training, software maintenance, security, and operations and field maintenance.

3.4     Budgeting and Funding. Describe the budgetary responsibilities and funding associated with the program (e.g., Operations and Maintenance) in this section.

3.5     Transfer Milestone Dates and Tracking. Identify the planned schedules for key transition milestones in this section. Include a chronological depiction of all significant actions and events leading to transfer and their scheduled dates.  Milestone charts for each Program Task should be maintained until the task is transferred.

3.6     Appendices. Include the following appendices, as needed: glossary and a list of acronyms; a list of transferred items (to include documentation, hardware and software items, and personnel assignments, and contractual agreements); and a description of plan revisions to support change control (e.g., a change control table that provides a summary of revisions).

4.      Responsibilities.

4.1     Director, Office of Science and Technology (OST), and the Office of Hydrological Development (OHD), as appropriate: Leads the planning and coordination effort to develop the PMRT with the office(s) acquiring program management responsibilities.

4.2     Office of the Chief Information Officer: Evaluates the program plan with respect to the Enterprise Architecture.

4.3     Office(s) Acquiring Program Management Responsibility: Works with OST and OHD, as appropriate, to develop a PMRT plan.
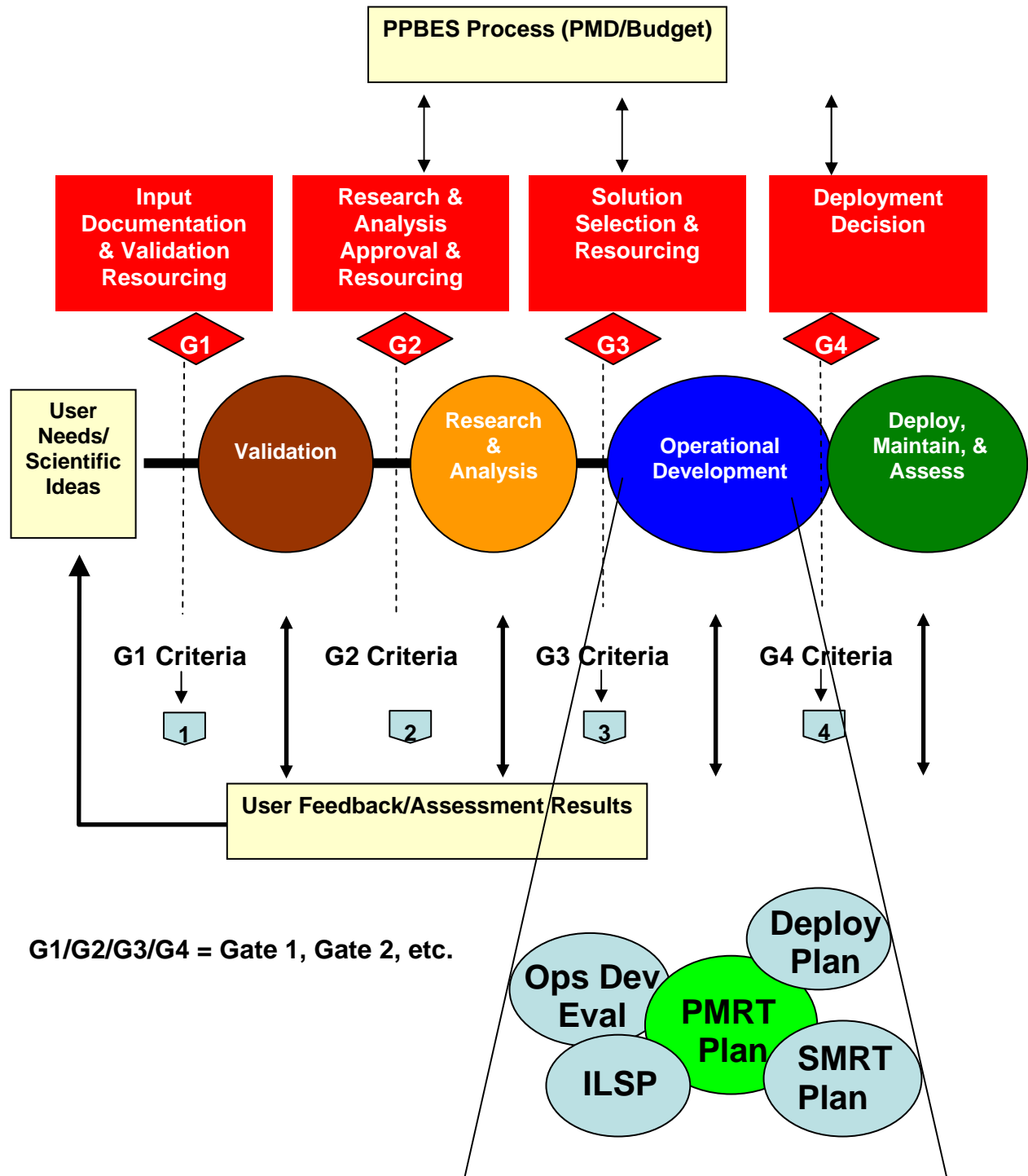
4.4     OSIP Gate Standing Committee: Verifies approved PMRT plan is available prior to proceeding into the Systems Deployment, Maintenance and Assessment phase.

4.5     Offices Transferring Program Management Responsibility:  Approves the PMRT.

5.      This instruction is supported by the OSIP overview diagram in Appendix A and the references in Appendix B.

**Appendix A - PMRT Planning and OSIP**

# NWS Process for
# Operations and Services Improvement

PPBES Process (PMD/Budget)

| Input Documentation & Validation Resourcing | Research & Analysis Approval & Resourcing | Solution Selection & Resourcing | Deployment Decision |

G1  G2  G3  G4

User Needs/ Scientific Ideas

Validation

Research & Analysis

Operational Development

Deploy, Maintain, & Assess

G1 Criteria  G2 Criteria  G3 Criteria  G4 Criteria

1  2  3  4

User Feedback/Assessment Results

**G1/G2/G3/G4 = Gate 1, Gate 2, etc.**

Deploy Plan

Ops Dev Eval

PMRT Plan

ILSP

SMRT Plan

## Appendix B - References

1. NWS Policy Directive 10-1, *Operations and Services Improvement Process (in process)*

2. NWS Policy Directive 30-1, *Systems Deployment, Maintenance, and Assessment*

3. NWS Policy Directive 80-1, *Acquisition Program Management*

4. NWS Policy Directive 80-3, *Systems Engineering*

5. NWS Policy Directive 80-4, *Science and Technology Planning and Programming*

6. NWS Policy Directive 80-5, *Science Review and Approval*

7. NWS Policy Directive 80-6, *Research and Analysis for Operations and Services Improvement*

8. NWS Policy Directive 80-8, *Development for Operations and Services Improvement*

9. NWS Instruction 80-101, *Program Plan (in process)*

10. NWS Instruction 80-102, *Acquisition Program Management Training and Certification (in process)*

11. NWS Instruction 80-801, *Operational Development Evaluation (in process)*